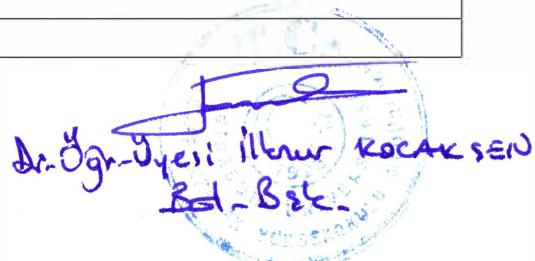


KEŞAP VOCATIONAL HIGH SCHOOL
HEALTH INSTITUTIONS MANAGEMENT PROGRAM
2024-2025 ACADEMIC YEAR

COURSES/CONTENTS	
TURKISH LANGUAGE- I	(2-0) 2
Course Content	
<p>It includes topics such as information about the principles and subjects of the Turkish Language - The place and importance of the language in the life of the nation - The place of Turkish among the languages of the world, the historical periods of Turkish - The current status of Turkish and the areas of spread - Spelling rules and their application - Punctuation marks and their application - Sounds in Turkish and their classification - Turkish phonetics - Sound characteristics of Turkish - General information about composition - Forms of expression in composition and their application - General evaluation of the period topics.</p>	
ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION-I	(2-0) 2
Course Content	
<p>Purposes of studying Ataturk's Principles and History of Revolution course; Explanation of the revolution and some institutions related to the revolution. Reasons for the decline and collapse of the Ottoman Empire. XVIII. and XIX. centuries Osm. Reform movements in the State. World War I. Osm. Giant. Entry into battle; the fronts he fought on and the Armistice of Mudros. The reaction of the Turkish Nation, national societies, non-national and harmful societies. The beginning, preparation phase and period of the War of Independence. Mustafa Kemal Pasha's transition to Anatolia; Erzurum, Sivas Congresses. National Pact and Parliament. The opening, work and structure of the Turkish Grand National Assembly. Military and political events of 1921 until the Battle of Sakarya. Battle of Sakarya and its results. The Great Offensive and its consequences. Lausanne Peace Treaty and its importance</p>	
ENGLISH-I	(2-0) 2
Course Content	
<p>You and me; Verb To be/ Possessive adj. / verbs have,go, live, like/ Possessive 's. A Good Job! ; Present Simple/ Questions and negatives (he/she/it). Work hard, play hard!; Present Simple (I/you/we/they). Somewhere to live; There is/are, some/any/a lot of, this/that/ Numbers and prices. Super me!; Can/can't, adverbs, was/were/could,/ polite requests. Life's ups and downs; Past Simple (past and negatives) / irregular verbs.</p>	
COMPUTER	(3-0) 3
Course Content	
<p>It includes topics such as introduction to computers, internet and network usage, operating systems and office word text processing program usage.</p>	

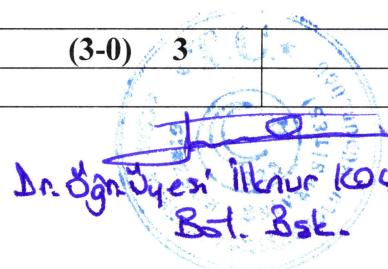


 Dr. Öğr. Üyesi İlknur KOCASEN
 Bşl-Bşk.

GENERAL ACCOUNTING	(4-0) 4
Course Content	
To be able to recognize the basic concepts and documents related to accounting. To be able to understand the basic principles related to preparing the balance sheet and income statement from financial statements. It includes topics such as being able to prepare a temporary balance by understanding the functioning of the balance sheet and income statement accounts..	
GENERAL BUSINESS ADMINISTRATION (PREREQUISITE)	(3-0) 3
<i>Dated 27.05.2024; With the Decision No. E-56021829-100-13362</i>	
Course Content	
Enterprise, business administration, entrepreneurship and executive, classification of businesses, business costs, business revenues , size of enterprise, enterprise capacity, feasibility studies of enterprise, selection of location, investment projects, management function, production function, marketing function, finance function, human resource management function, accounting function, public relations function, research-development function.	
COMMERCIAL MATHEMATICS	(3-0) 3
Course Content	
The concept of percentage and Rate calculations, percentages, and MIL-mil, and the concept of proportionality, reverse proportional compound; Cost and sales accounts; Cost calculation of the profit and loss Amounts given over by the Orana, orana, calculating the cost of sales prices given over to Sales; The calculation of the profit and loss Amounts calculated on the cost and sales prices; Interest Accounts; Simple and compound interest Calculations; Discount calculations are simple and Compound Discount Calculations; Blending and compositing concepts and Rate Calculations for the Operations Division	
GENERAL LAW INFORMATION	(2-0) 3
Course Content	
This course includes the subjects of Social Order Rules, Definition of Law, Purpose, Functions and Characteristics of Legal Rules, Legal System and Sources of Law, Legal System and Sources of Law, Distinction between Public Law and Private Law, Turkish Judicial System and Types of Cases, Legal Events, Relations, Transactions and Sanctions, Concepts of Personality and Rights, Introduction to Public Law, Branches of Public Law, Introduction to Private Law, Branches of Private Law.	
UNIVERSITY COMMON ELECTIVE COURSE GROUP	(2-0) 2
<i>GIRESUN UNIVERSITY RECTORATE Student Affairs Department's decision dated 08.05.2024, numbered E-74771372-100-10087;</i>	
GENDER EQUALITY	(2-0) 2
Course Content	


 Dr. Öğr. Üyesi İlknur KOCAK SEKİ
 Bşk. Bşk.

The concept of gender, gender equality, gender equality struggles in the historical context, gender equality in the context of human rights, reorganization of modern state by social sex, social gender sensitive public administration, 3 r method, gender future	
WOMEN AND FAMILY LIFE	(2-0) 2
Course Content	
Family and women in the process of social change, women and women in need of care in the family, women in the family, women in the society, crisis management in the family, related topics constitute the main frame of this course.	
VALUES EDUCATION AND BUSINESS ETHICS	(2-0) 2
Course Content	
Concepts of morality and ethics, Business ethics, corporate ethics and managerial ethics, ahi organization and business ethics, traditional business ethics and educational institutions affecting it, the concept of value, teaching values, social and cultural foundations of value education, national and moral values, law, values in art and literature..	
CAREER PLANNING	(2-0) 2
Course Content	
Knowledge of the meaning of basic concepts related to professions. Recognition of the individual's professional identity, awareness of career choice, ability to evaluate career options, career planning skills.	
KEŞAP MYO HEALTH INSTITUTIONS MANAGEMENT	<u>(6-0) 6</u>
ELECTIVE COURSE GROUP	(ELECTIVE I, II)
GENERAL HEALTH INFORMATION	(3-0) 3
Course Content	
The concept of basic health, basic health services and organizations providing these services, creating healthy and hygienic living spaces, consuming safe, balanced and healthy foods, health and healthy aging in family life, mechanisms of occurrence of diseases that threaten health throughout life and ways to protect them.	
INTRODUCTION TO ECONOMICS	(3-0) 3
Course Content	
The subject of economic knowledge, definition, economic systems, the main concepts, the methods used for economic trends and currents of economic activity, market, demand, supply and price mechanism, and the marginal benefit curve of markup, consumer balance and changes in consumer balance.	
HEALTH ECONOMICS	(3-0) 3
Course Content	



Dr. Özgür Yesil İltihap KOÇAK SEN
Böl. Bsk.

The relationship between health status and the economy, the development of health economics, health care market characteristics, health expenditures, supply and demand analysis in health services, health financing, and reimbursement methods will be covered.	
GENERAL MATHEMATICS	(3-0) 3
Course Content	
Basic concepts, Number digits, Base arithmetic, Division-Divisibility, Divisor numbers, Gb-Oc, Rational numbers, Ordering, Simple inequalities, Absolute Value, Inequalities: Understanding the solution of first and second degree inequalities, Sets, Exponential and radical expressions, Understanding the subject of identities.	
II. SEMESTER	
TURKISH LANGUAGE- II	(2-0) 2
Course Content	
Sentence Structure, Wordings, Sentence and Sentence Composing Elements, Sentence Types, Sentence Analysis, Sentence Inspection Examples, Composition (In the Composition; Subject, Note and Keynote, Theme, Imagination, Paragraph), Narration Types, Creative, Fictional Writings, Thought and Idea Transmitting Writings, Formal Writings (Minutes, Announcements, Reports, Business Letters and CV), Linguistic Faults (Writing and Punctuation Mark Faults, Expression Failures, Voice Based Faults), Conference, Scientific Research	
ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION-II	(2-0) 2
Course Content	
Founding of the Republic; Abolition of the Sultanate, Proclamation of the Republic, Abolition of the Caliphate, Constitutional Movements and Experiences in the Multi-Party Transition Process, Revolutions; Reforms and Principles in Law, Education, Culture, Social and Economic Fields; The Basic Principles of the Turkish Revolution and Atatürk's Principles. Atatürk Era Foreign Policy, Principles of Foreign Policy, 1923-1932 Foreign Policy Events, 1932-1938 Foreign Policy Events	
ENGLISH-II	(2-0) 2
Course Content	
<ul style="list-style-type: none"> - Reaching the desired level of foreign language, - Acquisition of a foreign language which is to help our students in their social lives and careers, - Acquisition of listening speaking, reading and writing, 	
HEALTH SERVICES AND MANAGEMENT (PREREQUISITE COURSE)	(3-0) 4
Dated 27.05.2024; With the Decision No. E-56021829-100-13362	
Course Content	



 Dr. Şenay Özses İLHAN KOCAK SEN
 BŞB

Health policy knowledgeable about the health sector very well that , the needs of society , who analyzed the social responsibility, with the continuous development , targeting the health sector in different departments of planning to do , resource-efficient to use , health and management , competent in both the public and private sectors will be successful, professionals with international vision carries health manager feature .

COST ACCOUNTING IN HEALTH INSTITUTIONS	(3-0) 4
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Course Content	
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Basic concepts,cost of services sold, economic order quantities, stock valuation methods and accounting, labor costs and accounting, reflection and accounting of general production expenses on products.
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MARKETING PRINCIPLES IN HEALTH CARE INSTITUTIONS	(3-0) 3
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Course Content	
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Within the scope of the course, marketing in life and its importance in the field of medical promotion, types of marketing, marketing environment in medical promotion, service marketing and demand management in medical promotion, marketing strategy in medical promotion, elements of planning and competition, marketing information systems, marketing research, customer relationship management (CRM).), big data (BIG DATA) and consumer behavior in medical promotion, branding in medical promotion, contemporary approaches in health services marketing, contemporary approaches in health services marketing will be discussed.

PATIENT AND EMPLOYEE SAFETY	(3-0) 3
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Course Content	
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Basic Concepts in the Field of Patient and Employee Safety, Safety Culture, Documentation Process; Drug applications; Blood applications; Operating Room; Intensive Care Unit; - Clinical Laboratories; Patient and Employee Safety and Infection Control in the Imaging Process, Prevention of Falls and Suicides in the Hospital, Importance of Communication in Patient and Employee Safety, Violence in Healthcare and Waste Safety.
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KESİP MYO HEALTH INSTITUTIONS MANAGEMENT	(10-0) 10
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ELECTIVE COURSE GROUP	(ELECTIVE III, IV, V, VI)
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PREPARATION FOR BUSINESS	(2-0) 2
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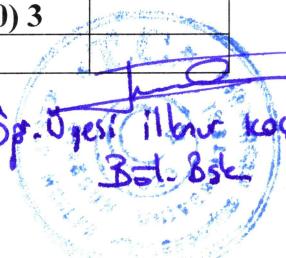
Course Content

Individual and working life, Individual career management, Job search preparation activities, Searching for job opportunities, Curriculum Vitae (CV), Basic and support sections of the CV, Job application and job offer, Job interviews, Interview stages, Types of questions in the interview.

TOTAL QUALITY MANAGEMENT IN HEALTH INSTITUTIONS	(2-0) 2
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Dr. Öğr. Üyesi İlknur Koçaklı Sevin
Bst-Bst-

Course Content	
In this course, definition of quality, quality planning, quality tools, measurement of service quality, quality standards, Topics such as excellence model and quality culture will be covered.	
PHYSICAL EDUCATION	(2-0) 2
Course Content	
General knowledges about respiratory and circulation systems, relationship between exercise and healthy life, breathing and healthy life, Basic exercises, Warming up, main section and cooling, stretching, Volleyball and basketball theory and application, First Aid	
MEDICAL TERMINOLOGY	(3-0) 3
Course Content	
Introduction to Medical Terms (Stems, Prefixes, Suffixes, Common Use of Singular and Plural Noun Forms, Reduction Terms, General Disease Terms); Terms of Motion System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Digestive System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Respiratory System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Circulatory System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Urogenital System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Nervous System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Endocrine System (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Blood and Blood Forming Organs (Anatomical, Diagnostic, Symptomatic, Surgical Terms); Terms of Eyes, Ears and Skin (Anatomical, Diagnostic, Symptomatic, Surgical Terms).	
PATIENT RIGHTS	(3-0) 3
Course Content	
The concept of "informed consent", which is one of the basic elements of the patient-physician relationship in terms of medical ethics, and its historical development will be examined in all its aspects, including its legal basis, conditions, exceptions, special forms of appearance, and its form in legislation and practice. The basic and distinctive features of the physician's responsibility will be discussed within the framework of general liability principles.	
OCCUPATIONAL HEALTH AND SAFETY	(3-0) 3
Course Content	
Historical Development of Occupational Health and Safety Purpose and Importance of Occupational Health and Safety Concepts in the Field of Occupational Health and Safety General Outlook of Occupational Health and Safety in Turkey Work Accidents Occupational Diseases Precautions to be Taken Against Occupational Accidents and Diseases Costs Arising from Occupational Accidents and Diseases	
CRISIS AND STRESS MANAGEMENT	(3-0) 3
Course Content	



 Dr. Öğr. Üyesi İlknur KOCAK SELEN

Crisis and stress concepts, Crisis Definitions, Characteristics, Analysis, Resources, Crisis Process and Results, Crisis Management, Crisis Period and Post-Crisis Management, Human Resources Management in Crisis Periods, Stress Management in Crisis Environment, Stress Factors, Types of Stress, Individual Stress, Organizational Stress, Coping with Stress, General Assessment	
FINANCIAL LITERACY	(2-0) 2
Course Content	
The concept of financial literacy, basic concepts of finance and economy, interest calculations, financial system, money and capital markets, financial instruments, cash budget, break-even analysis, alternative financial sources, investment decisions.	
TWIN TRANSFORMATION	(2-0) 2
Course Content	
The course includes general information about the Twin Transformation, its definition and related concepts, the historical development of digital transformation and green transformation, the components of digital transformation, sustainability and digitalization, the characteristics of the Twin Transformation, sustainable green transformation practices, the integration of the Twin Transformation, sustainable example projects and applications for the Twin Transformation, and predictions and future issues related to the Twin Transformation.	
III. SEMESTER	
HEALTH INSTITUTIONS LEGISLATION	(3-0) 3
Course Content	
The course content covers the provisions of the legislation on public and environmental health, the provision of health services, the rights and obligations of health personnel, patient rights, financing of health institutions.	
PRODUCTION MANAGEMENT IN HEALTH INSTITUTIONS	(3-0) 3
Course Content	
The importance, functions and types of production management in healthcare enterprises. Demand forecasts, workplace design and selection, capacity planning. Ability to make material requirements planning and stock control management.	
COMMUNICATION IN HEALTH INSTITUTIONS	(3-0) 3
Course Content	
This lesson; Basic Concepts Related to Communication, Characteristics of the Communication Process, Types of Communication, Obstacles in Communication, Communication and Conflict, Speaking and Listening, Culture and Communication,	

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mmunication,
Communication,

Dr. Spruyt's office LOCAL SEN
B1-B2

Communication Models, Midterm Exam, Group Communication, Organizational Communication, Persuasive Communication, Non-Verbal Communication, Body Language ; Includes topics.

FINANCIAL MANAGEMENT IN HEALTH INSTITUTIONS	(3-0) 3
Course Content	

Financial Management in Health Institutions, Financial Planning in Health Institutions, Financial Organization in Health Institutions etc. includes topics.

HUMAN RESOURCES MANAGEMENT IN HEALTH CARE FACILITIES	(2-0) 3
Course Content	

It includes issues such as determining human resources needs in health institutions, supplying them, job placement, orientation, performance measurement, job evaluation, remuneration and rewarding.

SUPPLY CHAIN MANAGEMENT IN HEALTH CARE BUSINESSES	(3-0) 3
Course Content	

Scope and objectives of supply management, supply structure and organization, supply process variables: quality, quantity, time, price, supply sources, supply management practices, supply system, purchasing process and purchasing models, supplier selection and evaluation of suppliers, purchasing plans and supply operations. , order quantity decisions and supply-stock relations

KESİP MYO HEALTH INSTITUTIONS MANAGEMENT	(12-0) 12
ELECTIVE COURSE GROUP	(ELECTIVE VII, VIII, IX,X, XI)

HEALTH POLICY	(2-0) 2
Course Content	

In this course, the concept of health policy and planning will be emphasized, and information will be given about the health policy determination and implementation process and planning methods

JOB SEARCH TECHNIQUES	(2-0) 2
Course Content	

Individual and working life, Individual career management, Job search preparation activities, Searching for job opportunities, Curriculum Vitae (CV), Basic and support sections of the CV, Job application and job offer, Job interviews, Interview stages, Types of questions in the interview

FIRST AID	(2-0) 2
Course Content	

*Dr. Şenay Yesil, Marmara Kolej SEN
Böl - BSC.*

<p>This course contains; First aid and general information, Evaluation of the patient/injured and the scene, Basic life support in adults, Basic life support in children, First aid in airway obstruction, First aid in bleeding, First aid in burns, First aid in fractures, dislocations and sprains, First aid in injuries, First aid in animal bites and stings, First aid in submersion and drowning, First aid in heat and cold related emergencies, Patient/injured transport techniques, First aid in poisoning.</p>	
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HEALTH PSYCHOLOGY	(2-0) 2	
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Course Content		
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<p>Introduction of the course; scope and requirements, definition of health psychology and introduction of the field. Theories in health psychology cover the subjects of perception, consciousness, learning, memory, personality traits, controlling emotions, psychological support to the sick, injured and their relatives, psychological support in disasters and traumatic events.</p>	
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ENTREPRENEURSHIP	(2-0) 3	
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Course Content		
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<p>The concept and the Emergence of Entrepreneurship, Importance of Entrepreneurship and How to Become Entrepreneurs, Forms of Turkey becoming an entrepreneur, Reasons for Success and Failure of entrepreneurs, Importance of Business and Entrepreneurship Policies generate ideas, Venture Capital and Applications in Turkey, Entrepreneurship, Culture, Small Businesses and the Economic and Social Contribution of the system, Small Business Enterprise Process, Small Business Management Strategies, Small Business Marketing Strategies, Production Strategies for Small Businesses, Small Business Financing Strategies, Small Business Problems and Solutions</p>	
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HEALTH INSURANCE	(2-0) 3	
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Course Content		
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<p>The aim of this course is to define basic information about health insurance and the role of insurance in health financing, to examine country practices, and to evaluate the development of private and social health insurance in Turkey. The course discusses the problems between health insurance and contracted institutions, and to provide students with information about sectoral practices.</p>	
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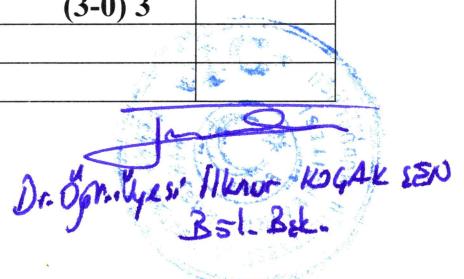
MEDICAL RECORD AND HOSPITAL AUTOMATION	(3-0) 3	
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Course Content		
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<p>To teach screen modules based on the authority of the users in the automation program, to facilitate the work of both patients and users by using the automation program. It includes visual and practical presentation of the statistics and archiving screens on the program.</p>	
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HEALTH TOURISM	(3-0) 3	
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Course Content		
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 Dr. Öznur KOGAK SEN
 BSL. Bkt.

Health tourism course includes topics such as concepts and types related to health tourism, the relationship between recreation and health tourism, the classification of health tourism, the development of health tourism in the world and in Turkey, the relationship between recreation and SPA, wellness and therapy practices, and 3rd age tourism.

DIGITAL MEDIA LITERACY	(2-0) 2	
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Course Content		
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Topics such as Classification of Mass Media, Summarizing the Structure of Media, Discussing the Place of Media in Society, Explaining the Communication Process, Comparison of Critical Approaches will be covered.

CONSUMER BEHAVIOR IN HEALTH	(2-0) 2	
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Course Content		
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Reasons for consumer behavior, Factors affecting consumers, Consumption strategies in health, Learning about consumer reactions

PROFESSIONAL ENGLISH	(2-0) 2	
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Course Content		
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This course includes topics such as: Hospital department terminology - Management hierarchy in hospitals - Definition of health management - Steps to follow in health management specialization - Responsibilities of hospital managers - Paths to follow in a management career - Main issues dealt with by health systems - Current list of issues dealt with by health service management - Terminology of specific diseases - Ways to encourage people to work in groups, etc.

IV. SEMESTER

WORKPLACE APPLICATION	(0-33) 14	
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Course Content		
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Compulsory internship can be done in any health institution provided that it complies with the conditions. Students learn their responsibilities in the workplaces where they will work as qualified professionals, employee-employer relations, workplace working conditions and theoretical knowledge through practice in the workplace.

WORKPLACE TRAINING	(5-0) 11	
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Course Content		
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It is the training that provides students with application skills based on the information they receive during their education by enabling them to participate in activities in workplaces related to the associate degree program they are studying in. Active studies are being carried out in the fields of health institution management.

